

How to confirm the number of devices Microsoft 365 Apps is installed

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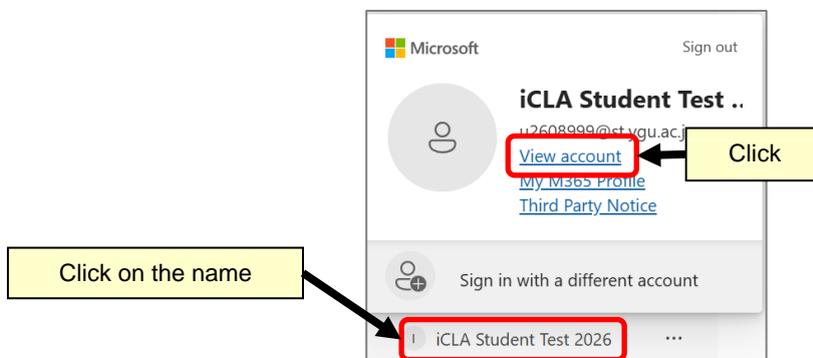
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This guide explains how to check the installation status of Office installed via Microsoft 365 Apps and the steps to deactivate it.

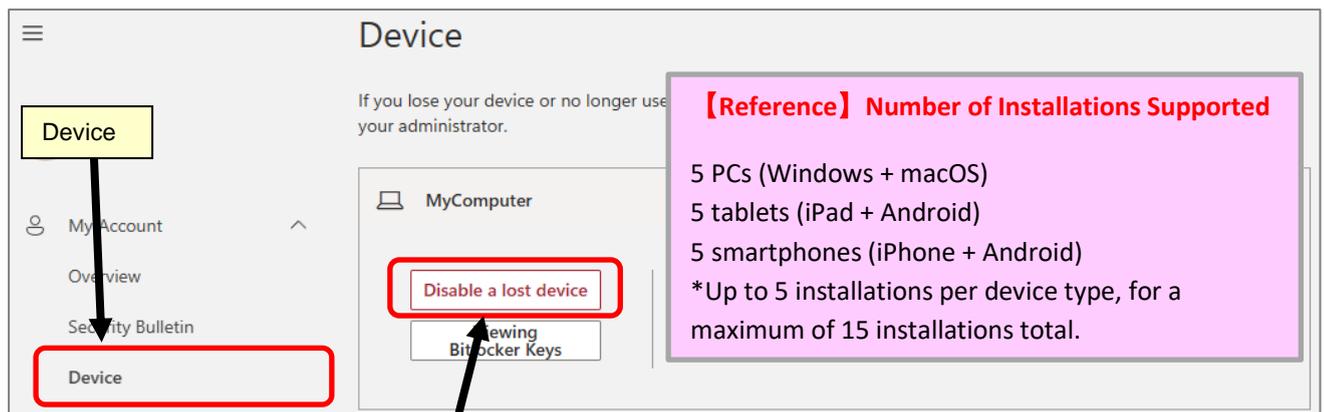
What is deactivation?

It refers to the process of disabling an Office license installed via Microsoft 365 Apps. This is primarily done when uninstalling, disposing of a device, or when using the license on a different device.

1. Sign in to Microsoft 365.
2. Click your name in the lower-left corner of the screen and select **“View Account”**.



3. Click **“Device”** in the left menu to view currently installed devices (computers). Open the device you wish to disable and click **“Disable a lost Device”**.



4. When the confirmation prompt appears, select **“Disable the lost device.”**

